

**ARIZONA GOVERNMENT UNIVERSITY  
AND  
ARIZONA DEPARTMENT OF TRANSPORTATION  
HUMAN RESOURCE DEVELOPMENT CENTER**

**TRAINING SCHEDULE  
JULY THROUGH SEPTEMBER 2006**

This training schedule combines courses offered through ADOT/HRDC and AZGU.

To register or cancel your enrollment for AZGU classes: [www.azgu.gov](http://www.azgu.gov)

To register or cancel for ADOT/HRDC classes: **e-mail** your request to **your training coordinator**. If you do not have a training coordinator, e-mail your training request to **HRDC Training**.

When cancellations are necessary, enrolled employees must notify AZGU or HRDC no later than 3 business days before the scheduled training date to ensure the Org is not charged a No Show fee.

**Courses with a fee will be noted; otherwise there is no charge to your Org for the course.**

**Employees arriving 15 minutes late to class will have to re-schedule and the Org will be charged a no show fee.**

**Please turn off pagers or cellular phones when attending classes.**

Title II of the Americans with disability act may request a reasonable accommodation, such as a sign language interpreter, by contacting OED at (602) 712-7613, press 1 as soon as you hear the recording. Requests should be made as early as possible to allow time to arrange the accommodation.

## JULY 2006

DATE	OFFERED BY	COURSE NAME	TIME	FEE
7/3/06	AZGU AZGU	Diversity Fair Employment Practices (same as EEO/AA/ADA)	1-5p.m. 1-5p.m.	PRE-PAID
7/4/06	HOLIDAY	HOLIDAY		
7/6/06	AZGU AZGU AZGU	Basic Grammar Communicating Thru Writing *MS Office 2000 Computer Lab	8a.m.-12p.m. 1-5p.m. 9a.m.-2:30p.m.	PRE-PAID
7/7/06	AZGU AZGU  AZGU AZGU	Ethical Issues Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Word 2002 Module 1 (classroom) Word 2002 Module 2 (classroom)	9a.m.-12noon 1-5p.m.  8a.m.-12noon 1-5p.m.	PRE-PAID
7/10/06	AZGU	Diversity	1-5p.m.	PRE-PAID
7/11/06	ADOT/HRDC AZGU AZGU  AZGU AZGU AZGU AZGU	Diversity (formerly Cultural Diversity) (class is filled) Ethical Issues Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Element of Supervision (Supervisors/Managers) Building Trust (Supervisors, Managers) Recognizing & Motivating Others (Supervisors/Managers) *MS Office 2002 Computer Lab	8a.m.-12noon 9a.m.-12p.m. 1-5p.m.  9-11a.m. 11:30a.m.-1p.m. 2-5p.m. 9a.m.-2:30p.m.	PRE-PAID
7/12/06	ADOT/HRDC AZGU/HRDC ADOT/HRDC ADOT/HRDC AZGU AZGU AZGU AZGU	Fair Employment Practices (formerly EEO/AA/ADA (class is filled) Outlook Introduction to E-mail 2000 Strategic Planning (Managers only) Budgeting (Managers only) Treating Others Respectfully (Supervisors/Managers) Leading by Example (Supervisors/Managers) Counseling & Disciplining (Supervisors/Managers) Stress Management	8:30a.m.-12noon 8a.m.-12noon 8a.m.-12noon 1-5p.m. 8-10a.m. 10:30a.m.-12:30p.m. 1:30-4:30p.m. 9a.m.-4p.m.	PRE-PAID
7/13/06	ADOT/HRDC ADOT/HRDC AZGU AZGU AZGU	Preventing Sexual Harassment (class if filled) New Employee Orientation Listening & Communicating (Supervisors/Managers) Coaching Employees (Supervisors/Managers) *MS Office 2002 Computer Lab	8:30a.m.-12p.m. 8a.m.-12noon 8a.m.-12noon 1-5p.m. 9a.m.-2:30p.m.	PRE-PAID

**\*NOTE: MS Office 2000/2002 Computer Lab includes: Access Module 1 & 2, Excel, PowerPoint, and Outlook & Word.**

## JULY 2006

DATE	OFFERED BY	COURSE NAME	TIME	FEE
7/14/06	AZGU AZGU	<b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>Conflict Management</b>	8a.m.-12p.m. 9a.m.-4p.m.	PRE-PAID
7/17/06	AZGU AZGU	<b>Basic Office Safety &amp; Ergonomics</b> <b>Diversity</b>	9-10a.m. 1-5p.m.	PRE-PAID
7/18/06	AZGU AZGU AZGU	<b>Ethical Issues</b> <b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>*MS Office 2002 Computer Lab</b>	9a.m.-12noon 1-5p.m. 9a.m.-2:30p.m.	PRE-PAID
7/19/06	AZGU AZGU AZGU-Tucson	<b>Managing Employee Performance</b> (Supervisors/Managers) <b>Empowering &amp; Delegating</b> (Supervisors/Managers) <b>*MS Office 2002 Computer Lab</b>	8a.m.-12noon 1-5p.m. 9a.m.-2:30p.m.	PRE-PAID
7/20/06	AZGU AZGU AZGU AZGU AZGU	<b>Communicating Through Writing</b> (Supervisors/Managers) <b>Managing Time</b> (Supervisors/Managers) <b>Providing Quality Customer Service</b> (Supervisors/Managers) <b>Workplace Violence</b> <b>*MS Office 2000 Computer Lab</b>	8a.m.- 12noon 1-3p.m. 3:15-5p.m. 9a.m.-4p.m. 9a.m.-2:30p.m.	PRE-PAID
7/21/06	AZGU AZGU	<b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>Ethical Issues</b>	8a.m.-12noon 1-4p.m.	PRE-PAID
7/24/06	AZGU AZGU-Tucson AZGU-Flagstaff	<b>Diversity</b> <b>Fair Employment Practices</b> (same as EEO/AA/ADA) Diversity	1-5p.m. 1-5p.m. 1-5p.m.	PRE-PAID
7/25/06	AZGU AZGU  AZGU AZGU-Tucson AZGU-Flagstaff  AZGU-Flagstaff ADOT/HRDC ADOT/HRDC	<b>Ethical Issues</b> <b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>*MS Office 2002 Computer Lab</b> <b>Ethics</b> Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Ethical Issues Substance Abuse Awareness (Leads, Supervisors/Mgrs.) Instructor Training Certification (Day 4)	9a.m.-12noon 1-5p.m.  9a.m.-2:30p.m. 9a.m.-12noon 8a.m.-12noon  1-4p.m. 8a.m.-12noon 8a.m.-4:30p.m.	PRE-PAID

**\*NOTE: MS Office 2000/2002 Computer Lab includes: Access Module 1 & 2, Excel, PowerPoint, and Outlook & Word.**

## JULY 2006

DATE	OFFERED BY	COURSE NAME	TIME	FEE
7/26/06	AZGU-Tucson AZGU-Tucson AZGU-Tucson AZGU-Flagstaff AZGU-Flagstaff AZGU-Flagstaff ADOT/HRDC	Elements of Supervision (Supervisors/Managers) Building Trust (Supervisors/Managers) Recognizing & Motivating Others (Supervisors/Managers) Elements of Supervision (Supervisors/Managers) Building Trust (Supervisors/Managers) Recognizing & Motivating Others (Supervisors/Managers) Instructor Training Certification (Day 5)	9-11a.m. 11:30a.m.-1p.m. 2-5p.m. 9-11a.m. 11:30a.m.-1p.m. 2-5p.m. 8a.m.-4:30p.m.	PRE-PAID
7/27/06	AZGU AZGU AZGU-Tucson AZGU-Tucson AZGU-Tucson AZGU-Flagstaff AZGU-Flagstaff AZGU-Flagstaff ADOT/HRDC ADOT/HRDC	<b>Practicum</b> <b>*MS Office 2002 Computer Lab</b> Treating Others Respectfully (Supervisors/Managers) Leading by Example (Supervisors/Managers) Counseling & Disciplining (Supervisors/Managers) Treating Others Respectfully (Supervisors/Managers) Leading by Example (Supervisors/Managers) Counseling & Disciplining (Supervisors/Managers) Defensive Driving (formerly ADOT Driver's Orientation) Van Safety (formerly Van Dynamics)	9-11a.m. 9a.m.-2:30p.m. 8-10a.m. 10:30a.m.-12:30p.m. 1:30-4:30p.m. 8-10a.m. 10:30a.m.-12:30p.m. 1:30-4:30p.m. 8a.m.-12noon 1-2p.m.	PRE-PAID
7/28/06	AZGU AZGU	<b>Diversity</b> <b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment)	8a.m.-12noon 1-5p.m.	PRE-PAID
7/31/06	AZGU AZGU AZGU-Yuma	<b>Basic Office Safety &amp; Ergonomics</b> <b>Diversity</b> Diversity	9-10a.m. 1-5p.m. 1-5p.m.	PRE-PAID

**\*NOTE: MS Office 2000/2002 Computer Lab includes: Access Module 1 & 2, Excel, PowerPoint, and Outlook & Word.**

## AUGUST 2006

DATE	OFFERED BY	COURSE NAME	TIME	FEE
8/1/06	AZGU AZGU  AZGU AZGU-Yuma  AZGU-Yuma ADOT/HRDC	<b>Ethical Issues</b> <b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>*MS Office 2002 Computer Lab</b> Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Ethical Issues Selection Interviewing	9a.m.-12noon 1-5p.m.  9a.m.-2:30p.m. 8a.m.-12noon  1-4p.m. 8a.m.-12noon	PRE-PAID
8/3/06	AZGU AZGU AZGU	<b>Basic Grammar</b> <b>Communicating thru Writing</b> <b>*MS Office 2000 Computer Lab</b>	8a.m.-12noon 1-5p.m. 9a.m.-2:30p.m.	PRE-PAID
8/4/06	AZGU AZGU  AZGU AZGU	<b>Ethical Issues</b> <b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (Preventing Sexual Harassment) <b>XP Professional &amp; Outlook 2002 Module 1</b> (classroom) <b>XP Professional &amp; Outlook 2002 Module 2</b> (classroom)	9a.m.-12noon 1-5p.m.  8a.m.-12noon 1-5p.m.	PRE-PAID
8/7/06	AZGU AZGU AZGU-Bullhead City AZGU-Bullhead City AZGU-Bullhead City	<b>Diversity</b> <b>Fair Employment Practices</b> (same as EEO/AA/ADA) Elements of Supervision (Supervisors/Managers) Building Trust (Supervisors/Managers) Recognizing & Motivating Others (Supervisors/Managers)	1-5p.m. 1-5p.m. 9-11a.m. 11:30a.m.-1p.m. 2-5p.m.	PRE-PAID
8/8/06	AZGU AZGU  AZGU AZGU AZGU AZGU AZGU-Bullhead City AZGU-Bullhead City AZGU-Bullhead City	<b>Ethical Issues</b> <b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (Preventing Sexual Harassment) <b>Elements of Supervision</b> (Supervisors/Managers) <b>Building Trust</b> (Supervisors/Managers) <b>Recognizing &amp; Motivating Others</b> (Supervisors/Managers) <b>*MS Office 2002 Computer Lab</b> Treating Others Respectfully (Supervisors/Managers) Leading by Example (Supervisors/Managers) Counseling & Disciplining (Supervisors/Managers)	9a.m.-12noon 1-5p.m.  8a.m.-5p.m. 11:30a.m.-1p.m. 2-5p.m. 9a.m.-2:30p.m. 8-10a.m. 10:30a.m.-12:30p.m. 1:30-4:30p.m.	PRE-PAID
8/9/06	ADOT/HRDC AZGU/HRDC AZGU AZGU AZGU AZGU AZGU-Bullhead City AZGU-Bullhead City	ADOT Leadership Network Forum Excel Introduction 2000 <b>Treating Others Respectfully</b> (Supervisors/Managers) <b>Leading by Example</b> (Supervisors/Managers) <b>Counseling &amp; Disciplining</b> (Supervisors/Managers) <b>Conflict Management</b> Listening & Communicating (Supervisors/Managers) Coaching Employees (Supervisors/Managers)	8a.m.-12noon 8a.m.-12noon 8-10a.m. 10:30a.m.-12:30p.m. 1:30-4:30p.m. 9a.m.-4p.m. 8a.m.-12noon 1-5p.m.	PRE-PAID

**\*NOTE: MS Office 2000/2002 Computer Lab includes: Access Module 1 & 2, Excel, PowerPoint, and Outlook & Word.**

## AUGUST 2006

DATE	OFFERED BY	COURSE NAME	TIME	FEE
8/10/06	AZGU AZGU AZGU AZGU-Bullhead City AZGU-Bullhead City ADOT/HRDC	<b>Listening &amp; Communicating</b> (Supervisors/Managers) <b>Coaching Employees</b> (Supervisors/Managers) <b>*MS Office 2002 Computer Lab</b> Managing Employee Performance (Supervisors/Managers) Empowering & Delegating (Supervisors/Managers) New Employee Orientation	<b>8a.m.-12noon</b> <b>1-5p.m.</b> <b>9a.m.-2:30p.m.</b> 8a.m.-12noon 1-5p.m. 8a.m.-12noon	<b>PRE-PAID</b>
8/11/06	AZGU  AZGU AZGU-Bullhead City AZGU-Bullhead City AZGU-Bullhead City	<b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>Diversity</b> Communicating Through Writing (Supervisors/Managers) Managing Time (Supervisors/Managers) Providing Quality Customer Service (Supervisors/Managers)	<b>8a.m.-12noon</b>  <b>1-5p.m.</b> 8a.m.-12noon 1-3p.m. 3:15-5p.m.	<b>PRE-PAID</b>
8/14/06	AZGU AZGU AZGU-Tucson AZGU-Tucson AZGU-Tucson	<b>Basic Office Safety &amp; Ergonomics</b> <b>Diversity</b> Diversity Listening & Communicating (Supervisors/Managers) Coaching Employees (Supervisors/Managers)	<b>9-10a.m.</b> <b>1-5p.m.</b> 1-5p.m. 8a.m.-12noon 1-5p.m.	<b>PRE-PAID</b>
8/15/06	AZGU AZGU  AZGU AZGU-Tucson AZGU-Tucson AZGU-Tucson  AZGU-Tucson	<b>Ethical Issues</b> <b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>*MS Office 2002 Computer Lab</b> Managing Employee Performance (Supervisors/Managers) Empowering & Delegating (Supervisors/Managers) Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Ethical Issues	<b>9a.m.-12noon</b> <b>1-5p.m.</b>  <b>9a.m.-2:30p.m.</b> 8a.m.-12noon 1-5p.m. 8a.m.-12noon  1-4p.m.	<b>PRE-PAID</b>
8/16/06	AZGU AZGU AZGU-Tucson AZGU-Tucson AZGU-Tucson AZGU-Tucson AZGU-Tucson AZGU/HRDC ADOT/HRDC	<b>Managing Employee Performance</b> (Supervisors/Managers) <b>Empowering &amp; Delegating</b> (Supervisors/Managers) Communicating through Writing (Supervisors/Managers) Managing Time (Supervisors/Managers) Providing Quality Customer Service (Supervisors/Mgrs) Fair Employment Practices (same as EEO/AA/ADA) Access Introduction 2000 First Aid/CPR	<b>8a.m.-12noon</b> <b>1-5p.m.</b> 8a.m.-12noon 1-3p.m. 3:15-5p.m. 1-5p.m. 8a.m.-12noon 8a.m.-3p.m.	<b>PRE-PAID</b>
8/17/06	AZGU AZGU AZGU AZGU	<b>Communicating through Writing</b> (Supervisors/Managers) <b>Managing Time</b> (Supervisors/Managers) <b>Providing Quality Customer Service</b> (Supervisors/Mgrs) <b>*MS Office 2000 Computer Lab</b>	<b>8a.m.-12noon</b> <b>1-3p.m.</b> <b>3:15-5p.m.</b> <b>9a.m.-2:30p.m.</b>	<b>PRE-PAID</b>
8/18/06	AZGU  AZGU AZGU AZGU	<b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>Ethical Issues</b> <b>Word 2002 Module 1 (classroom)</b> <b>Word 2002 Module 2 (classroom)</b>	<b>8a.m.-12noon</b>  <b>1-4p.m.</b> <b>8a.m.-12noon</b> <b>1-5p.m.</b>	<b>PRE-PAID</b>

**\*NOTE: MS Office 2000/2002 Computer Lab includes: Access Module 1 & 2, Excel, PowerPoint, and Outlook & Word.**

## AUGUST 2006

DATE	OFFERED BY	COURSE NAME	TIME	FEE
8/21/06	AZGU AZGU AZGU-Flagstaff AZGU-Flagstaff	<b>Diversity Stress Management</b> Listening & Communicating (Supervisors/Managers) Coaching Employees (Supervisors/Managers)	<b>1-5p.m.</b> <b>9a.m.-4p.m.</b> 8a.m.-12noon 1-5p.m.	<b>PRE-PAID</b>
8/22/06	AZGU AZGU  AZGU AZGU-Flagstaff AZGU-Flagstaff	<b>Ethical Issues Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>*MS Office 2002 Computer Lab</b> Managing Employee Performance (Supervisors/Managers) Empowering & Delegating (Supervisors/Managers)	<b>9a.m.-12noon</b> <b>1-5p.m.</b>  <b>9a.m.-2:30p.m.</b> 8a.m.-12noon 1-5p.m.	<b>PRE-PAID</b>
8/23/06	AZGU-Flagstaff AZGU-Flagstaff AZGU-Flagstaff ADOT/HRDC	Communicating thru Writing (Supervisors/Managers) Managing Time (Supervisors/Managers) Providing Quality Customers Service (Supervisors/Managers) How to Make Partnering Work in the Field	8a.m.-12noon 1-3p.m. 3:15-5p.m. 8a.m.-4p.m.	<b>PRE-PAID</b>
8/24/06	AZGU AZGU-Flagstaff AZGU-Flagstaff ADOT/HRDC	<b>*MS Office 2002 Computer Lab</b> Basic Grammar Communicating thru Writing Defensive Driving (formerly ADOT Driver's Orientation)	<b>9a.m.-2:30p.m.</b> 8a.m.-12noon 1-5p.m. 8-12noon	<b>PRE-PAID</b>
8/25/06	AZGU AZGU  AZGU-Flagstaff	<b>Diversity Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) Practicum	<b>8a.m.-12noon</b> <b>1-5p.m.</b>  9-11a.m.	<b>PRE-PAID</b>
8/28/06	AZGU AZGU	<b>Basic Office Safety &amp; Ergonomics</b> <b>Diversity</b>	<b>9-10a.m.</b> <b>1-5p.m.</b>	<b>PRE-PAID</b>
8/29/0	AZGU AZGU  AZGU	<b>Ethical Issues Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>*MS Office 2002 Computer Lab</b>	<b>9a.m.-12noon</b> <b>1-5p.m.</b>  <b>9a.m.-2:30p.m.</b>	<b>PRE-PAID</b>
8/30/06	AZGU	<b>Project Management Day 1</b>	<b>9a.m.-4p.m.</b>	<b>PRE-PAID</b>
8/31/06	AZGU AZGU AZGU	<b>Project Management Day 2</b> Practicum <b>*MS Office 2000 Computer Lab</b>	<b>9a.m.-12noon</b> <b>9-11a.m.</b> <b>9a.m.-2:30p.m.</b>	<b>PRE-PAID</b>

**\*NOTE: MS Office 2000/2002 Computer Lab includes: Access Module 1 & 2, Excel, PowerPoint, and Outlook & Word.**

## SEPTEMBER 2006

DATE	OFFERED BY	COURSE NAME	TIME	FEE
9/1/06	AZGU AZGU  AZGU AZGU	Ethical Issues Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Excel 2002 Module 1 (classroom) Excel 2002 Module 2 (classroom)	9a.m.-12p.m. 1-5p.m.  8a.m.-12noon 1-5p.m.	PRE-PAID
9/4/06	HOLIDAY	HOLIDAY	HOLIDAY	
9/5/06	AZGU AZGU  AZGU AZGU	Ethical Issues Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Stress Management *MS Office 2002 Computer Lab	9a.m.-12noon 1-5p.m.  9a.m.-4p.m. 9a.m.-2:30p.m.	PRE-PAID
9/6/06	AZGU AZGU AZGU/HRDC	Basic Grammar Communicating thru Writing Outlook Introduction to E-mail 2000	8a.m.-12noon 1-5p.m. 8a.m.-12noon	PRE-PAID
9/7/06	AZGU ADOT/HRDC	*MS Office 2002 Computer Lab Myers Briggs	9a.m.-2:30p.m. 8a.m.-12noon	PRE-PAID
9/8/06	AZGU  ADOT/HRDC	Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Leader's Guide to Issue Resolution	1-5p.m.  8a.m.-4:30p.m.	PRE-PAID
9/11/06	AZGU AZGU AZGU AZGU-Tucson	Basic Office Safety & Ergonomics Diversity Fair Employment Practices (same as EEO/AA/ADA) Diversity	9-10a.m. 1-5p.m. 1-5p.m. 1-5p.m.	PRE-PAID
9/12/06	AZGU AZGU  AZGU AZGU AZGU AZGU-Tucson  AZGU-Tucson	Ethical Issues Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Element of Supervision (Supervisors/Managers) Building Trust (Supervisors/Managers) Recognizing & Motivating Others (Supervisors/Mngers) *MS Office 2002 Computer Lab Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Ethical Issues	9a.m.-12noon 1-5p.m.  9-11a.m. 11:30a.m.-1p.m. 2-5p.m. 9a.m.-2:30p.m. 8a.m.-12noon  1-4p.m.	PRE-PAID

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## SEPTEMBER 2006

DATE	OFFERED BY	COURSE NAME	TIME	FEE
9/13/06	AZGU AZGU AZGU AZGU AZGU ADOT/HRDC ADOT/HRDC	<b>Treating Others Respectfully</b> (Supervisors/Managers) <b>Leading by Example</b> (Supervisors/Managers) <b>Counseling &amp; Disciplining</b> (Supervisors/Managers) <b>Conflict Management</b> <b>Practicum</b> Conducting a Partnering Workshop – Day 1 First Aid/CPR	<b>8-10a.m.</b> <b>10:30a.m.-12noon</b> <b>1:30-4:30p.m.</b> <b>9a.m.-4p.m.</b> <b>1-3p.m.</b> 8a.m.-4:30p.m. 8a.m.-3p.m.	<b>PRE-PAID</b>
9/14/06	ADOT/HRDC ADOT/HRDC AZGU AZGU AZGU	New Employee Orientation Conducting a Partnering Workshop – Day 2 <b>Listening &amp; Communicating</b> (Supervisors/Managers) <b>Coaching Employees</b> (Supervisors/Managers) <b>*MS Office 2002 Computer Lab</b>	8a.m.-12noon 8a.m.-4:30p.m. <b>8a.m.-12noon</b> <b>1-5p.m.</b> <b>9a.m.-2:30p.m.</b>	<b>PRE-PAID</b>
9/15/06	AZGU  AZGU AZGU AZGU	<b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>Ethical Issues</b> <b>XP Professional &amp; Outlook 2002 Module 1</b> (classroom) <b>XP Professional &amp; Outlook 2002 Module 2</b> (classroom)	<b>8a.m.-12noon</b>  <b>1-4p.m.</b> <b>8a.m.-12noon</b> <b>1-5p.m.</b>	<b>PRE-PAID</b>
9/18/06	AZGU AZGU-Kingman	<b>Diversity</b> Diversity	<b>1-5p.m.</b> 1-5p.m.	<b>PRE-PAID</b>
9/19/06	AZGU AZGU  AZGU AZGU AZGU-Kingman AZGU-Kingman	<b>Ethical Issues</b> <b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>Project Management Day 1</b> <b>*MS Office 2002 Computer Lab</b> Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Ethical Issues	<b>9a.m.-12noon</b> <b>1-5p.m.</b>  <b>9a.m.-4p.m.</b> <b>9a.m.-2:30p.m.</b> 8a.m.-12noon 1-4p.m.	<b>PRE-PAID</b>
9/20/06	AZGU AZGU AZGU AZGU-Kingman AZGU-Kingman AZGU/HRDC	<b>Managing Employee Performance</b> (Supervisors/Mngrs) <b>Empowering &amp; Delegating</b> (Supervisors/Managers) <b>Project Management Day 2</b> Grammar Basics Practicum Excel Introduction 2000	<b>8a.m.-12noon</b> <b>1-5p.m.</b> <b>9a.m.-12noon</b> 8a.m.-12noon 1-3p.m. 8a.m.-12noon	<b>PRE-PAID</b>
9/21/06	AZGU AZGU AZGU AZGU AZGU-Flagstaff ADOT/HRDC ADOT/HRDC	<b>Communicating thru Writing</b> (Supervisors/Managers) <b>Managing Time</b> (Supervisors/Managers) <b>Providing Quality Customer Service</b> (Supervisors/Mngrs) <b>*MS Office 2002 Computer Lab</b> Practicum Defensive Driving (formerly ADOT Driver's Orientation) Van Safety (formerly Van Dynamics)	<b>8a.m.-12noon</b> <b>1-3p.m.</b> <b>3:15-5p.m.</b> <b>9a.m.-2:30p.m.</b> 2-4p.m. 8a.m.-12noon 1-2p.m.	<b>PRE-PAID</b>

**\*NOTE: MS Office 2000/2002 Computer Lab includes: Access Module 1 & 2, Excel, PowerPoint, and Outlook & Word.**

## SEPTEMBER 2006

DATE	OFFERED BY	COURSE NAME	TIME	FEE
9/22/06	AZGU AZGU	<b>Diversity Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment)	<b>8a.m.-12noon 1-5p.m.</b>	<b>PRE-PAID</b>
9/25/06	AZGU AZGU AZGU-Prescott	<b>Basic Office Safety &amp; Ergonomics</b> <b>Diversity</b> Diversity	<b>8-8:50a.m. 1-5p.m.</b> 1-5p.m.	<b>PRE-PAID</b>
9/26/06	AZGU AZGU  AZGU AZGU-Prescott  AZGU-Prescott	<b>Ethical Issues</b> <b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>*MS Office 2002 Computer Lab</b> Preventing Inappropriate Behavior & Workplace Harassment (same as Preventing Sexual Harassment) Ethical Issues	<b>9a.m.-12noon 1-5p.m.</b>  <b>9a.m.-2:30p.m.</b> 8a.m.-12noon  1-4p.m.	<b>PRE-PAID</b>
9/28/06	AZGU AZGU ADOT/HRDC	<b>Practicum</b> <b>*MS Office 2000 Computer Lab</b> Selection Interviewing	<b>9-11a.m.</b> <b>9a.m.-2:30p.m.</b> 8a.m.-12noon	<b>PRE-PAID</b>
9/29/06	AZGU AZGU  AZGU AZGU	<b>Ethical Issues</b> <b>Preventing Inappropriate Behavior &amp; Workplace Harassment</b> (same as Preventing Sexual Harassment) <b>Word 2002 Module 1 (classroom)</b> <b>Word 2002 Module 2 (classroom)</b>	<b>9a.m.-12noon 1-5p.m.</b>  <b>8a.m.-12noon 1-5p.m.</b>	<b>PRE-PAID</b>

**\*NOTE: MS Office 2000/2002 Computer Lab includes: Access Module 1 & 2, Excel, PowerPoint, and Outlook & Word.**

